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MEMORANDUM FOR: Acting Deputy Director (Administration)

THRU: Chief of Administration, DD/P

SUBJECT: Survey Report of [REDACTED] WH/Admin. 25X1

1. PROBLEM. To re-evaluate Personnel type T/O positions within WH Division with a view toward determining:

- a. The appropriate location, organizationally, for the most economic and efficient performance of essential Personnel functions, and
- b. The minimum number of personnel estimated to be required for the performance of such functions.

2. FACTS BEARING ON THE PROBLEM.

a. This survey was limited to a brief study of the functions, records and procedures of [REDACTED] WH, together with such workload data as was readily available. Little time was spent in WH because of the availability of data recently collected by O&N Studies.

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b. Functions are performed by three individuals on the [REDACTED] T/O. It was indicated that the Chief, Personnel [REDACTED] acts as a deputy to the Chief/Admin in addition to performing personnel duties (Tab A indicates functions, slots, staffing and duties).

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c. Workloads include (See Tabs B and C for details)

(1) A monthly average of 36 personnel actions of which 11 are reassignments, 7 promotions. [REDACTED] and 9 conversions were processed in the three months of June, July and August, 1953.

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(2) A monthly average of 15 cables, 60 dispatches and 45 memoranda.

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- d. Fourteen types of records are maintained, including Position Inventory Record cards unique to WH (see Tab D for description of records). These cards are not maintained in visible index cabinets, but are filed in a 5x8 card file box. Forms OF-4b prepared by Personnel Office, DD/A, are not used but are retained in the Section.

### 3. DISCUSSION.

a.



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- b. While the Position Inventory Record system used by WH would appear to fulfill the requirements of the Division, it is a departure from the generally accepted Form OF-4b, which at this time is optional.

- h. CONCLUSIONS. While there may be other factors which would tend to rationalize the ability of the staff [redacted] WH to perform the personnel and training functions for a division, considering the points outlined in paragraph 3a above, the present staffing is adequate and the functions [redacted] are within the scope of those which have been indicated as being properly placed, organizationally (Tab D).

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### 5. RECOMMENDATIONS.

- a. That no quantitative changes be made in the present T/O of the [redacted] WH.
- b. That the functions outlined in Tab E be tentatively recognized as properly placed organizationally in the WH Division of DD/P.
- c. That, contingent upon the development of an appropriate system by the Personnel Office, DD/A, involving a Position Inventory Record, consideration be given to elimination of individual division personnel file folders and unique personnel data cards now used in lieu of Forms OF-4b.

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**6. COORDINATION.**

Comments and concurrence of the Chief Admin/WH are attached hereto as Tab F.

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Assistant Management Officer, DD/A  
(For Clandestine Services)

**TECHNICAL ADVISOR:**



Plans Research and Development Staff  
Personnel Office, DD/A

**APPROVED:**

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W. L. PEEL  
Management Officer, DD/A

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FUNCTIONS OF PERSONNEL [REDACTED] NH  
WITH T/O SLOTS, STAFFING AND DUTIES PERFORMED

General Function [REDACTED]

Responsible for furnishing personnel and training support to the Division and for coordination of such matters with the Central Personnel Office; develops T/O's; administers the career service program, employee evaluations and employee relations activities for the Division; arranges for integration of personnel in proper cover Agency and processes contract personnel.

Approximate Number of Personnel Served

Headquarters  
Field  
Career, Contract and Staff  
Agents on Projects

[REDACTED]  
Total

[REDACTED]

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T/O Slots and Present Staffing

<u>Position No.</u>	<u>Incumbent</u>	<u>Title &amp; Grade of Incumbent</u>
BA 9	Personnel Officer GS-12	same title GS-11
BA 12	Personnel Officer GS- 9	same title GS- 7
BA 1h	Secretary-General GS- 5	same title GS- 4

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Actual Duties Being Performed

Position No. BA 9, GS-12, Personnel Officer, Incumbent, [REDACTED]

GS-11

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Responsible for furnishing to the Departmental, Field and project area Divisional personnel support; coordinates and negotiates with the Central Personnel Office on personnel matters related to recruitment, promotions, transfers, rotations, separations, military furlough or deferment, and similar matters.

Participates in the development of T/O's; prepares recruitment requests; screens applicants referred by Central Personnel; interviews referred applicants and makes recommendations to Division supervisors regarding employability of applicants; administers the career service and personnel evaluations policies within the Division; [REDACTED]

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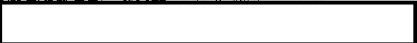

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Position No. BA 12, GS-9, Personnel Officer, 

Assists the Chief, Personnel  in furnishing personnel support to the Departmental, Field and Project areas; processes EOD's into the Division, checking forms to ensure correctness thereof and ascertain training courses required; processes assignment, promotion and separation cases; serves as Training Officer and reviews status of all Division in terms of prescribed training requirements; arranges for personnel to attend training courses, initiates training requests and maintains training records; assists in developing T/O's   
 collects information on personnel matters to prepare replies to cables, dispatches and memoranda; maintains personnel records.

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**Summary of Outgoing Cables, Dispatches and Memorandums**WH Division  ADMIN - June, July, August 1953

<u>Subject or Type of Action</u>	<u>Cables</u>	<u>Dispatches</u>	<u>Memorandums</u>
1. Leave	10	4	4
2. Marriage	0	1	2
3. Reassignment Problem	0	2	0
4. Reassignment	0	27	7
5. <span style="border: 1px solid black; display: inline-block; width: 150px; height: 1.2em; vertical-align: middle;"></span>	1	0	21
6. Routine Information	27	10	20
7. T/O Information and Reports	0	24	12
8. Promotion Matters	0	25	9
9. Selective Service matters	0	1	1
10. Evaluation Reports	0	12	8
11. Pseudonym Information	0	1	1
12. Procurement (Personnel)	2	20	5
13. Classification	0	1	3
14. Separation	4	0	10
15. Cover	0	1	0
16. Training Recommendations	0	14	17
17. Biographical Summaries	1	26	3
18. Medical	1	5	1
19. Security	0	6	10
20. Passport Information	0	0	2
TOTAL - 3 MONTHS	46	180	136
 AVERAGE PER MONTH	 15	 60	 45

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RECORDS MAINTAINED BY [REDACTED]

WH

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1.

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2. Employee Record Cards - one for each employee - these are 5x8 cards, kept in a box file, and take the place of the Form OF-4b, which is supplied by Personnel for each new employee. The two Remington file cabinets supplied the Division for maintaining the latter cards are not used.
3. File of 3x5 cards, subdivided into the following sections:
  - a. Promotion Tickler File - cards for each employee, headquarters and field, giving name, present grade, slot grade, date of last promotion and comments; arranged by months in which, by reason of time in grade, they will become eligible for promotion. There are also sections for promotions pending; for promotions being held, for one reason or another; for persons occupying blocked slots.
  - b. Home Leave File - cards for each field employee, giving name, Station, arrival date, together with appropriate notations as to employee's preference regarding time, next station, etc. Primary division is by month, with subdivision within each month for various years. Also a section for overdue-home-leave cards.
  - c. Training File - cards, arranged alphabetically, for employees to indicate training courses completed.
4. T/O Listing - for both headquarters and field, showing, in addition to positions and position numbers, name, grade, salary of incumbent (name of individual, if in process, parenthesized). These are dittoed listings, prepared monthly.
5. Administrative Station Files - filed in the Personnel [REDACTED] only personnel material filed by Personnel; other material by ADMIN.
6. Chrono File - copies of outgoing personnel memoranda.

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7. Dispatch Log - Incoming - log of incoming personnel dispatches, showing: Dispatch No.; Subject and date; Routing; Answered by; and date of letter. Maintained by Station.
8. Dispatch Log - Outgoing - log of outgoing personnel dispatches showing NO., date prepared, and date transmitted by Agency.
9. Personnel File Control - log of incoming personnel files (received from PDC, Senior Staff, etc.), showing: Requested by, From, Date in, Name and Grade, Routed to, Date out, To, and Comments.
10. Master Training Book - including, in addition to general course information, etc., a dittoed form for each employee (arranged alphabetically) either undergoing or scheduled for training to show courses and dates of training scheduled.
11.
12. Personnel Action Chrono File - file of SF-52's on all personnel actions filed chronologically.
13. Transfer Check Sheet File - file of alphabetic Transfer Check Sheets for internees or Army cover employees showing dispatch No. notifying of new assignment; Home Leave dates; Agency Travel Orders; date State Travel Orders requested; date sent to LCB and date to State; new Station data; identification data.
14. Pseudonym and true name File - Standard three-part system.

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**FUNCTIONS OF WH PERSONNEL AND TRAINING FUNCTIONS**

**TENTATIVELY RECOGNIZED AS PROPERLY PLACED**

1. Maintenance of current information and status of T/O's and Position Inventory Records (normally Forms OF kb - in the instance of WH, a 5"x8" card of WH design).
2. Coordination and review of the Personnel Evaluation Reports.
3. Coordination and review of Contract Agent Check Lists.
4. Servicing and support of Career Service Board Activities by:
  - a. Providing advance information on returning personnel.
  - b. Providing summary information on numbers, grades, dates of grades, location, etc. of personnel by career category.
  - c. Maintaining control and follow-up on the application of training prescribed by Career Service Board Actions.
  - d. Preparation and processing of SF-52 and such other supporting papers as may be required to accomplish personnel actions and maintain current information on status of such actions.   
 Staff Agents, and Military Personnel.)
5. Briefing of employees prior to overseas movement. (Supplemental to briefing provided by Central Processing.)
6. Corresponding with elements of the WH Division, headquarters and field, on matters of inquiry, policy interpretation and procedural instruction.
7. Providing routine personnel advice and assistance to WH personnel.

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